

Course Description

Basic Skills in Emergency Management (G240-G242)

This course consists of three modules that total 4 classroom days. It is designed for emergency management officials and their staff. The content reinforces existing skills and introduces management techniques required for building an emergency management system. The modules strengthen leadership and communication skills, facilitate decision making and problem solving. **PEM -PDS**

Target Audience: Local and private sector emergency management personnel who have a need to enhance and improve their skills in developing leadership and decision making skills.

COURSE MODULES:

1. Leadership and Influence (2 days)
2. Decision Making and Problem Solving (1 day)
3. Effective Communications (1 day)

Developing Volunteer Resources (G244)

A one- day course designed to improve participants' ability to deal with a broad range of issues in the management of volunteer services, provided by organized groups and individuals. Issues include identification of tasks requiring volunteer services, skill definition and specification of qualifications, publicity and recruitment, skill development and maintenance, and motivation strategies that promote continued involvement and quality performance. **PEM -PDS**

Target Audience: Local emergency management personnel and local volunteer groups who have a need to enhance and improve their skills in developing and managing volunteer resources.

Disaster Response and Recovery Operations Course (G385)

This three-day course covers the basic concepts and operational procedures and authorities involved in responding to a major disaster. Federal, state and local roles and responsibilities in major disaster recovery work are addressed. An overview is provided of disaster assistance programs and the special needs of both disaster victims, and disaster workers. **PEM - APS**

Target Audience: Emergency management coordinators, local assessors, building and equalization officers, state disaster staff, and private relief agencies.



Emergency Management Operations Course (Specific) (G110)

This three-day course provides the opportunity for a specific community to improve operational capabilities and enhance their ability to manage emergencies through preparedness, response, recovery, and mitigation. The EMOC will also provide local government officials and key staff an opportunity to work together on the procedures, the emergency management system, and the emergency operation plan. It is designed to prepare the local entity, under simulated conditions, to execute their emergency operations.

Target Audience: All members of the jurisdiction's Emergency Operations Center team, including department heads, agency heads, CEO's and administrators (managers, EOC clerical support, private industry representatives of an EOC,) and local media to simulate or play in the exercise.

To register, please fill out the Emergency Management Training Application, which can be found on page 23 of this catalog, or on our web site www.mspemd.org

Emergency Management Program Orientation (G616)

This one-day workshop is designed to acquaint new emergency management coordinators/directors and staff with the duties and responsibilities of their positions and with the various emergency management programs at the state and federal levels.

Target Audience: Newly appointed emergency management coordinators and their assistants.



Emergency Operations Center Management (G275)

This two-day course provides participants with the knowledge and skills to effectively manage and operate an EOC during crisis situations. The course covers many aspects of properly locating and designing the EOC, how to staff, train and brief EOC personnel, and how to operate an EOC in various situations.

Target Audience: District coordinators, emergency program managers/coordinators, and other emergency management professional trainers.



Emergency Management for School Administrators (G636)

This one-day workshop is designed to provide school officials and administrators with a comprehensive look at an all-hazard, community-based approach to school safety and conducting school exercises. The course will highlight “best practices” in Michigan and throughout the country. It will provide an opportunity for participants to examine various school hazards such as schoolplace violence, severe weather and hazard material events, as well as dealing with the media, before, during and after a crisis event.

Target Audience: Participation in this workshop is open to public, private and charter school personnel, administrators, athletic directors and community education/recreation directors, school safety officers and security personnel. It is also open to the local emergency program managers, the emergency response community and public officials in an effort to create a safe school environment.



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Emergency Planning Course/ General (G235)

This two or three-day course provides participants with basic emergency planning principles which can be applied to various types of emergency planning. The application of these principles in community based planning, emergency site planning, special event planning, and operational planning will be covered. The interrelationship of emergency plans and the importance of the planning process will be emphasized. **PEM -PDS**

Target Audience: This course is intended for anyone involved in emergency planning or who is interested in learning the fundamental concepts involved in emergency planning.



Exercise Control/Simulation (G135)

This 2 day course is designed for experienced emergency exercise staff to perform tasks as chief exercise controllers or control team leaders for emergency management exercises. Participants are challenged to examine exercise concepts and objectives, develop exercise control plans, and perform an examination of the tasks necessary to perform effective exercise control and simulation for tabletop, functional, and full-scale exercises. **MEP**

Target Audience: This program will lead towards a certificate of completion for the Master Exercise Practitioner (MEP) Program. Participants should have substantial knowledge of emergency management operations and exercises.

Exercise Program Manager (G137)

This two-day course provides knowledge, skills, and job aids to assist local, state, and federal personnel in implementing their roles and responsibilities as exercise program managers. Work products developed during the course will be useful for the participant to develop or upgrade their comprehensive exercise program. **MEP**

Target Audience: This program will lead towards a certificate of completion for the Master Exercise Practitioner (MEP) Program. Participants should have substantial knowledge of emergency management operations and exercises.



Exercise Design/Evaluation Course (G120, G130)

This three-day course provides knowledge and develops skills that will enable the participant to train staff and conduct an exercise that will test a community's plan and audit its operational response capability. In addition, participants will gain an understanding of the need for exercise evaluation and the available methodologies for evaluation. **PEM - PDS - MEP**

Target Audience: This course is intended for anyone with substantial involvement in emergency operations who will be responsible for managing the design and evaluation functions in emergency management exercises. It is recommended for those with responsibilities in local exercise programs, including emergency program managers and emergency services officials in the public and private sectors.

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Evacuation Planning (G358)

This one-and-a-half day course is designed to provide participants with the knowledge and skills needed to implement an evacuation and re-entry plan. It will focus on hazards that may require the evacuation of buildings, neighborhoods and possibly entire communities.

Target Audience: Emergency management coordinators and assistant coordinators/managers, law enforcement officials, fire officials, emergency medical services, elected officials, city/county managers, planners, volunteer groups and other emergency professionals responsible for evacuations. If possible, a three or four person team from a community is encouraged to attend.



Incident Command System/ Emergency Operations Center (ICS/EOC) Interface (G191)

This one-day course is designed to enable participants to develop an ICS/EOC interface implementation strategy or action plan for their community. The course reviews the ICS and EOC models of emergency management operations including communication, coordination and chief executive decision making. It enhances knowledge and skills needed for clarifying roles, responsibilities, and relationships prior to a disaster through small and large group exercises. **PEM-APS**

Target Audience: State and local public officials with policy and decision making responsibilities in emergency management. Participants should have "operational experience" with ICS, EOC, or both.

Hazard Mitigation/ Comprehensive Plan Interface Course (G626)

This two-day course is designed to enable participants to develop strategies to integrate hazard mitigation into the community comprehensive planning process. The goal is to increase the public official's understanding of the need to address mitigation issues early in the process. **PEM**

Target Audience: Elected and appointed city and county officials (city and county managers, mayors, county executives, legal council, city and county commissioners,) emergency management personnel and community planners.



Introduction to Emergency Management (G230)

This three-day course provides information for individuals entering the profession or expanding their roles to have the ability to work with emergency management issues. An overview of the characteristics, functions, and resources of how various emergency management services work together. Emphasis will be placed on how this system is applied to all hazards and functions of emergency management. (Note: formally Principles of Emergency Management) **PEM-PDS**

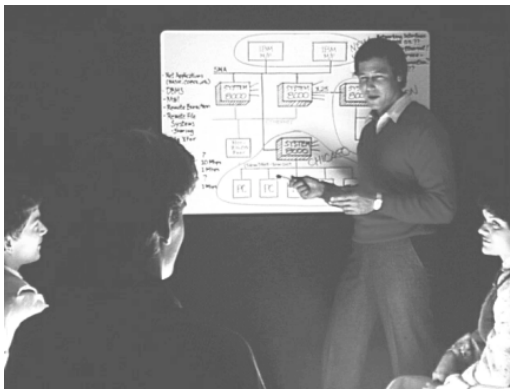
Target Audience: All persons involved in emergency management, including new emergency program managers, elected officials, public service personnel, managers, health professionals, emergency operations personnel, and community organization representatives from both the public and private sectors.

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Leadership And Management: Leadership (G606)

Emergency management is a rapidly changing environment that requires leaders with vision and dedication to direct organizations and people to accomplish goals. This one-day workshop will focus on the responsibilities and positive characteristics of an effective leader. **L&M**

Target Audience: Open enrollment. It's required for those persons attempting to achieve the Leadership and Management certificate.



Mass Fatalities Course (G386)

This three-day course prepares local and state response personnel, other responsible agencies, and other professionals to handle mass fatalities effectively and work with survivors in an emergency or disaster. **APS**

Target Audience: A wide audience, to include: coroners, medical examiners, funeral directors, planners, first response agency heads (fire, police, EMS, and DPW) and emergency management program managers/coordinators.



Town Hall Meeting for Professional Emergency Managers (G625)

This four-hour session is designed as a refresher for those who have completed the Professional Emergency Manager (PEM) Program. Participants will engage in lively exchanges in open forums on issues and topics for improving their emergency management programs.

Target Audience:

(Invitation Only) Professional Emergency Managers (PEM).



Public Officials Conference (G200) (delivered on request)

This one-to-three-hour conference is designed to acquaint county and municipal government officials with emergency management concepts. The responsibilities of elected and appointed officials with respect to emergencies and disasters are discussed. Specific community preparedness capabilities and liabilities issues are examined. Local emergency management coordinators **MAY REQUEST** a Public Officials Conference in their jurisdiction by contacting their respective district coordinator.

Target Audience: Elected and appointed officials, private industry, representatives and emergency relief workers.

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Emergency Management Workshops

Basic Public Information Officers (PIO) Workshop (G290)

This two-day workshop is intended for the new or less experienced Public Information Officer (PIO). Its emphasis is on the basic skills and knowledge needed in emergency management activities. Topics include Role of the PIO in Emergency Management, News Release Writing, Conducting Awareness Campaigns, Public Speaking, Television Interviews, and Public Information Planning.

Target Audience: Emergency management, fire service and law enforcement, who have responsibilities as Public Information Officers.

Exercise Workshop (G622)

This five-hour workshop is an overview of the Exercise Design/Evaluation Course (**not a replacement**) with strong emphasis on the exercise fundamentals of planning, conducting and evaluating exercises. It will also provide clarity on exercise administration and guidelines based on the State Exercise Program.

Target Audience: Emergency management coordinators/managers and EMD district coordinators **ONLY**.

Damage Assessment Workshop (G619)

This one-day workshop is designed to provide the participants with an understanding of the damage assessment process. The workshop content includes exercises, group discussions, and familiarization with the documentation required for initiating the disaster/emergency declaration process. **PEM**

Target Audience: Emergency management coordinators, local assessors, building and equalization officers, and damage assessment personnel.



Law Enforcement Briefing on Emergency Management

This four-hour briefing session is designed to highlight the latest procedures and techniques for law enforcement officials in the complex field of emergency management. Possible topics to be covered include: rapid response teams for terrorist events, statewide mutual aid pact, and operational capabilities of emergency services and bomb squads.

Target Audience: Open to local, county and state law enforcement and security officials only.

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Who's In Charge (G351)

“Who’s in Charge” is a three-to six hour workshop designed for elected and appointed officials who have limited time for training but need to prepare themselves for leadership in crisis situations. It will provide local officials with an awareness of their disaster management roles and responsibilities and introduce available tools and resources for helping them manage disasters effectively.

Target Audience: Local emergency management personnel, elected officials, department heads and executives from private sector.

Tornado Shelter Workshop (G612)

This one-day workshop designed to acquaint the participants with methods and procedures in determining the safest areas within structures during tornadoes.

Target Audience: Local emergency management personnel, and facility managers who are frequently requested to give advice and guidance to schools and businesses in their area about the safest areas within their structure during a tornado.




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Independent Study Courses

1. IS-1 The Emergency Program Manager **PEM**
2. IS-7 A Citizen's Guide to Disaster Assistance **PEM**
3. IS-10 Animals in Disaster- Module A Awareness and Planning
4. IS-11 Animals in Disaster: Module B Community Planning
5. IS-393 Introduction to Mitigation **PEM**
6. IS-120 An Orientation to Community Disaster Exercises **MEP- PEM**
7. IS-275 Emergency Operations Center Management and Operations
8. IS-513 The Professional in Emergency Management **PEM**

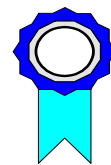
Materials for Independent Study courses can be requested from FEMA either by mail or the internet <http://fema.gov/emi/crslist.htm>:

Mail: 

FEMA Independent Study Program, Administrative Office, Emergency Management Institute, 16825 S. Seton Avenue, Emmitsburg, Maryland 21727
(301) 447-1000 or (800) 238-3358 Ext. 1200

NOTE: FINAL EXAMINATIONS ARE INCLUDED IN THE BACK OF EACH MANUAL.

PEM of the Year Award Criteria



Each year the Emergency Management Division will honor one Professional Emergency Manager (PEM) who has contributed distinguished service to the profession. The Professional Emergency Manager of the Year Award is presented to this individual who has demonstrated professionalism in one or more of the following areas:

- Advancement of the emergency management profession through training or administration;
- Development of an innovative concept in emergency management planning or operations;
- Outstanding contributions in the field of emergency management, including practical application of emergency management techniques or principles;
- Valuable contributions through research, and successful adaptation of research findings to a practical emergency management situation;
- Implementation of a difficult emergency management program through perseverance in its development and promotion; and/or
- Development of activities or programs that have been effective in addressing emergency management needs through the implementation of innovative, practical, and balanced solutions.

Nominations should include the nominee's name, organization affiliation and address with supporting documentation describing the nominee's outstanding contribution and/or excellence in emergency management in one or more of the above described areas. Nominations should be typed, double-spaced, not more than 10 pages, with supporting documentation and a concise narrative explaining the reason for the nomination.

Nominees for 2001

J. Robert Johnson
William Smith
Paul S. Brouwer
Richard Catton
Dawn Mills
Grace Ranger
Tim London
Glen Hendricks
Alain Svilpe
James M. Zoss
Peter Locke

City of Sterling Heights
Ottawa County
Charter Township of Clinton
Leelanau County
Missaukee County
Genesee County
Alcona County
City of Detroit
Van Buren County
City of Battle Creek
City of Dearborn

TRAINING & EXERCISE SECTION

TRAINING APPLICATION

Course Title: _____

Date/Location of Course: _____

Name _____ Title _____

Organization _____ Social Security Number* _____

Mailing Address _____ Internet E-Mail Address _____

City _____ County _____ Business Telephone(____) _____

State _____ Zip Code _____ Home Telephone(____) _____

Double occupancy lodging will be provided at the MSP Training Academy for PEM courses only. Individuals requiring lodging **MUST** indicate lodging needs when submitting an application. **If lodging needs change, it is the APPLICANTS responsibility to notify this office in order to avoid charges.**

(Private sector and federal employees are responsible for their own lodging)

I will require lodging for the dates of class ☐ Yes ☐ No

I will require lodging for the evening before the first day of class ☐ Yes ☐ No

(Must exceed 100 miles)

Please indicate which PEM level this course will be applied:

PEM Level #1 ☐ ☐

PEM Level #2 ☐ ☐

PEM Level #3 ☐ ☐

☐ Male ☐ Female

Comments:

Signature

X

Please return this completed training application to:

Emergency Management Division

Fax (517) 333-4987

*THIS INFORMATION IS CONFIDENTIAL.
DISCLOSURE OF CONFIDENTIAL
INFORMATION IS PROTECTED BY THE
FEDERAL PRIVACY ACT.

AUTHORITY: 1976 PA 390, as amended.
COMPLIANCE: Voluntary